

List of Attachments

Chapter 1: Project Administration

- Attachment 1-1: Request for Approval of Evidentiary Materials and Release of Funds
- Attachment 1-2: Sample Public Hearing Notice

Chapter 2: Environmental Review

- Attachment 2-1: Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5
- Attachment 2-2: Environmental Review for Activity/Project that is Categorically Excluded Subject to Section 58.5
- Attachment 2-3a: SHPO Project Cover Sheet Instructions
- Attachment 2-3b: SHPO Project Cover Sheet
- Attachment 2-4: Sample Tribal Consultation Letter
- Attachment 2-5: Sample Notice to Public of Request for Release of Funds
- Attachment 2-6: Sample Public Notice Distribution List
- Attachment 2-7: Sample Environmental Certification
- Attachment 2-8: Sample Environmental Review Status
- Attachment 2-9: Sample Floodplains and Wetlands Early Public Notice
- Attachment 2-10: Sample Floodplains and Wetlands Notice of Explanation
- Attachment 2-11: Sample Documentation Memorandum for Floodplain/Wetlands Eight-Step Process
- Attachment 2-12: Environmental Assessment
- Attachment 2-13: Sample Environmental Assessment Process/File Checklist
- Attachment 2-14: Sample Combined/Concurrent Notice Finding of No Significant Impact on the Environment (FONSI) and Notice of Intent to Request for Release of Funds (NOI/RROF)
- Attachment 2-15: Sample Environmental Review Record Checklist
- Attachment 2-16: Sample Re-evaluation Determination

Chapter 3: Financial Management

- Attachment 3-1: Sample Financial Management Checklist
- Attachment 3-2: Sample Request for Payment Form
- Attachment 3-3: Sample Authorized Signature Form
- Attachment 3-4: Sample Direct Electronic Transfer of Funds Form

- Attachment 3-5: Approval for Use Request
- Attachment 3-6: Repayment Report - Program Income/Miscellaneous Revenue Report
- Attachment 3-7: Sample Housing Revolving Fund Guidelines
- Attachment 3-8: Sample Economic Development Revolving Fund Guidelines

Chapter 4: Procurement

- Attachment 4-1: PTAC Bid Patch Form
- Attachment 4-2: Sample Procurement Standards
- Attachment 4-3: Sample Grantee Section 3 Action Plan
- Attachment 4-4: Section 3 Report: HUD Form 60002
- Attachment 4-5: Sample Request for Qualifications (RFQ)
- Attachment 4-6: Sample Professional Services Evaluation
- Attachment 4-7: Sample Review Panel Selection Summary
- Attachment 4-8: Sample Request for Proposals (RFP)
- Attachment 4-9: Sample Advertisement for Bids
- Attachment 4-10: Notice of Contract Award and Preconstruction Conference

Chapter 5: Contracting

- Attachment 5-1: Sample Contract for Professional Services—Part I
- Attachment 5-2: Sample Contract for Professional Services—Part II
- Attachment 5-3: Sample Subcontract Form
- Attachment 5-4a: Certification of Legally Binding Agreements
- Attachment 5-4b: Sample Legally Binding Agreement
- Attachment 5-4c: Legally Binding Agreement Exhibit 1 Standard Provisions
- Attachment 5-5: HUD Form 2516 - Contract and Subcontract Activity Report

Chapter 6: Labor Standards and Construction Management

- Attachment 6-1: Sample Request for Determination of Wage Rate
- Attachment 6-2: Sample State Prevailing Wage Request
- Attachment 6-3: HUD 4010, Federal Labor Standards Provisions
- Attachment 6-4: Goals for Minority Participation in the Construction Industry (from the U.S. Department of Labor Technical Assistance Guide for Federal Construction Contractors, Appendix E)
- Attachment 6-5: Sample Outline of a Pre-construction Conference
- Attachment 6-6: Commonly Asked Questions Concerning Equal Opportunity

Attachment 6-7:	Sample Contractor Employee Breakdown Form
Attachment 6-8a:	Notice to All Employees (WH-1321)
Attachment 6-8b:	Equal Employment Opportunity is the Law
Attachment 6-8c:	Safety and Health Protection on the Job
Attachment 6-8d:	Project Wage Rate Sheet (HUD-4720)
Attachment 6-9:	Sample Pre-Construction Report Format
Attachment 6-10:	Sample Notice to Proceed
Attachment 6-11:	Payroll Falsification Indicators
Attachment 6-12:	Payroll Form (WH-347)/Statement of Compliance
Attachment 6-13:	Record of Employee Interview Form (HUD 11)
Attachment 6-14:	Federal Labor Standards Complaint Intake Form (HUD 4731)
Attachment 6-15:	Sample Construction Oversight Checklist
Attachment 6-16a:	Semi-Annual Labor Standards Enforcement Report Instructions
Attachment 6-16b:	Semi-Annual Labor Standards Enforcement Report (HUD 4710)
Attachment 6-17a:	Section 5.7 Enforcement Report Instructions
Attachment 6-17b:	Section 5.7 Enforcement Report
Attachment 6-18:	Documentation of Restitution Employee Release
Attachment 6-19:	Kentucky Prevailing Wage Overtime Agreement

Chapter 7: Fair Housing and Equal Opportunity

Attachment 7-1:	Sample Fair Housing Resolution
Attachment 7-2:	Title VI Self-Survey and Statement of Assurance
Attachment 7-3:	Sample Equal Opportunity Checklist
Attachment 7-4:	Sample Section 504 Checklist
Attachment 7-5:	Sample Section 504 Self Evaluation
Attachment 7-6:	Sample Section 504 Transition Plan
Attachment 7-7:	Sample Grievance Procedures for Complaints
Attachment 7-8:	Sample Fair Housing Complaint Information
Attachment 7-9:	Sample Policy of Non-Discrimination on the Basis of Disability Status
Attachment 7-10:	Local Government Employment Workforce Analysis

Chapter 8: Relocation, Displacement, and One-for-One Replacement

- Attachment 8-1: Sample Guideform Notice to Prospective Tenants
- Attachment 8-2: URA Relocation Flow Chart with Trigger Dates
- Attachment 8-3: Sample Guideform Residential Antidisplacement and Relocation Plan
- Attachment 8-4: Sample Household Case Record
- Attachment 8-5: Elderly Waiver for Relocation-Sample Form
- Attachment 8-6: Section 8 Existing Housing Program Inspection Checklist (HUD 52580)
- Attachment 8-7: Selection of Most Representative Comparable Replacement Dwelling for Purposes of Computing a Replacement Housing Payment (HUD 40061)
- Attachment 8-8: Sample Letter to Relocates in a Substandard Unit
- Attachment 8-9: Sample Guideform Notice of Eligibility for Section 104(d) Relocation Assistance—Lower Income Residential Tenant, Section 8 Assistance Available
- Attachment 8-10: Sample Guideform Notice of Eligibility for Section 104(d) Relocation Assistance—Lower Income Residential Tenant, Section 8 Assistance Not Available
- Attachment 8-11: Summary of Major Differences between 104(d) and URA Relocation Assistance
- Attachment 8-12: Sample 90-Day and 30-day Notice to Vacate
- Attachment 8-13: Tenant Assistance/Relocation Process Flow Chart
- Attachment 8-14: Residential Moving Expense and Dislocation Allowance Payment Schedule
- Attachment 8-15: Sample Temporary Relocation Notice
- Attachment 8-16a: Sample General Information Notice (Non-residential)
- Attachment 8-16b: Sample Guideform Notice of Eligibility for Relocation Assistance – Businesses
- Attachment 8-17: Sample Grievance Procedures
- Attachment 8-18a: One-for-One Replacement Summary Report Instructions
- Attachment 8-18b: One-for-One Replacement Summary Grantee Performance Report
- Attachment 8-19: Sample Relocation File Checklist

Chapter 9: Acquisition

- Attachment 9-1: Sample Acquisition Log of Contacts
- Attachment 9-2: Disclosures to Sellers with Voluntary, Arm's Length Purchase Offer (Sample)
- Attachment 9-3: Sample Acknowledgement of Acquisition and Relocation Rights and Benefits under the Uniform Relocation Act

Attachment 9-4:	Sample Notice to Owner
Attachment 9-5:	"When a Public Agency Acquires Your Property" brochure
Attachment 9-6:	Sample Notice of Intent to Acquire
Attachment 9-7:	Sample Statement of the Basis for the Determination of Just Compensation
Attachment 9-8:	Sample Notice of Intent Not to Acquire (as appropriate)
Attachment 9-9:	Sample Site Acquisition Chart
Attachment 9-10:	Short Form for Easement Valuation (Sample)
Attachment 9-11:	Guide for Preparing Appraisal Scope of Work
Attachment 9-12:	Sample Agreement for Appraisal Services
Attachment 9-13:	Sample Invitation to Accompany an Appraiser
Attachment 9-14:	Sample Review of Appraisal
Attachment 9-15:	Sample Written Offer to Purchase
Attachment 9-16:	Sample Statement of Settlement Costs
Attachment 9-17:	Real Property Acquisition Checklist (Sample)

Chapter 10: Housing

Attachment 10-1:	Counseling Report, Homeowner Maintenance/Life Skills Education
Attachment 10-2:	Sample Rating and Ranking Criteria Advertisement and Sample Rating and Ranking Criteria for Voluntary Programs
Attachment 10-3:	Sample Program Guidelines
Attachment 10-4:	Sample Real Estate Mortgage
Attachment 10-5:	Sample Promissory Note
Attachment 10-6:	Sample Applicant Release to Obtain Verification of Income
Attachment 10-7:	Part 5 (Section 8) Annual Household Income Calculation Form
Attachment 10-8:	Sample Homeowner Authorization for Agency to Act as Agent for Homeowner
Attachment 10-9:	Sample Grievance Procedures
Attachment 10-10:	Sample CDBG Rehabilitation Assistance Application
Attachment 10-11:	"Protect Your Family from Lead in Your Home" Pamphlet
Attachment 10-12:	Verification of Receiving Lead-Based Paint Pamphlet
Attachment 10-13:	Sample Work-Write Up and Cost Estimate Form
Attachment 10-14:	Lead Safe Housing Rule Briefing Packet
Attachment 10-15:	Lead Safe Housing Requirements Screening Worksheet Parts 1-4
Attachment 10-16:	HUD EPA Notice and Guidance

- Attachment 10-17: Sample Notice of Lead Hazard Evaluation
- Attachment 10-18: Sample Notice of Presumption
- Attachment 10-19: Sample Rehabilitation Granting Agreement
- Attachment 10-20: Sample Contract Package for Rehabilitation
- Attachment 10-21: Sample Notice to Proceed
- Attachment 10-22: Sample Pre-Construction Conference Checklist
- Attachment 10-23: Sample Notice of Acceptance of Work
- Attachment 10-24: Sample Certification of Inspection
- Attachment 10-25: Sample Change Order Request
- Attachment 10-26: Sample Notice of Lead Hazard Reduction Activities
- Attachment 10-27: Sample Contract Termination and Release of Lien Form
- Attachment 10-28: Project Benefit Profile by Person and by Household
- Attachment 10-29: Sample Certification of 60 Day Follow-up Inspection
- Attachment 10-30: Sample Rehabilitation Program File Checklist
- Attachment 10-31: Sample Development Plan
- Attachment 10-32: Sample Short Form Development Plan for Voluntary Rehabilitation/Reconstruction

Chapter 11: Economic Development

- Attachment 11-1: Sample Employee Survey Form
- Attachment 11-2: Sample Employee Characteristics Summarization
- Attachment 11-3: Sample Legally Binding Agreement
- Attachment 11-4: Sample Resolution of Authority
- Attachment 11-5: Sample Certification of Legally Binding Agreements and Loan/Lease Documentation
- Attachment 11-6: Sample Lease-Purchase Agreement
- Attachment 11-7: Job Classifications for Performance Measures

Chapter 12: Amendments and Monitoring

- Attachment 12-1: Request for Project/Budget Amendment Form

Chapter 13: Project Closeout

- Attachment 13-1: Sample Project Close Out Public Hearing Advertisement
- Attachment 13-2a: KCDBG Program Project Completion Report (PCR) Instructions`
- Attachment 13-2b: KCDBG Program Project Completion Report (PCR)